



## Gmail User's Manual



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# Using Gmail

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# How to Get a Gmail Account

## Concept

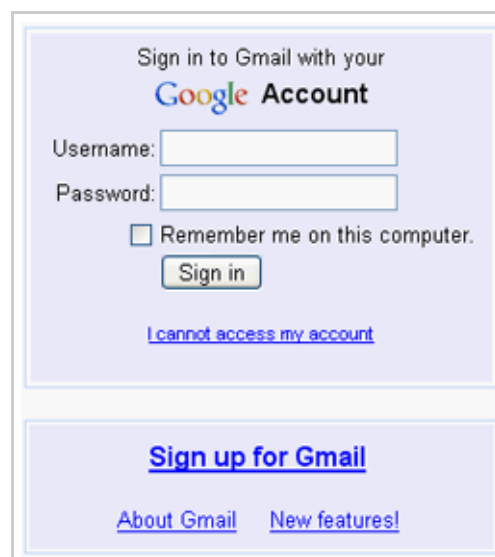
Until very recently, Gmail was based on a system of invitations: you needed to ask registered users to send you an invitation by e-mail messages.

Today, to create your new Gmail account, you do not need to go through this system of invitations anymore. Gmail is now open to everybody and it is just a few clicks away!

## Procedure

1. Go to the address <http://mail.google.com>.
2. Click the **Sign up for Gmail** link.

The registration form opens.



The screenshot shows the Gmail login and registration page. At the top, it says "Sign in to Gmail with your Google Account". Below this are two input fields: "Username:" and "Password:". Under the password field is a checkbox labeled "Remember me on this computer." and a "Sign in" button. Below the sign-in section is a link that says "I cannot access my account". At the bottom of the page is a large blue button that says "Sign up for Gmail". Below this button are two links: "About Gmail" and "New features!".

3. Fill in the fields of the registration form.

**Note**

All fields are mandatory.

4. Click the **I accept. Create my account** button at the end of the registration form.

A congratulation page appears. Your Gmail account is now available.

5. Click the **I'm ready-show me my account** link.

Your inbox opens. You are now ready to use Gmail.

# General Overview of Gmail Interface





**Table 1: Gmail General Review**

Item	Name	Function
A	Google services links	Features the links to the different Google services like Agenda and Documents.
B	Gmail account general links	Contains links to the account settings and to the help file. Click the <a href="#">Sign out</a> link to log out of Gmail.
C	Search area	Enables you to make a search on your e-mail or on the Internet with key words.
D	Box display area	Displays the e-mail messages of the box selected in the Box selection pane.
E	<a href="#">Compose Mail</a> link	Click this link to start writing e-mail messages.
F	Box selection pane	Click the link of the desired box to display the e-mail messages it contains.
G	<a href="#">Contacts</a> pane	Enables you to manage your contact list.
H	<a href="#">Labels</a> pane	Enables you to manage labels.
I	<a href="#">Invite a friend</a> pane	Enables you to invite friends to use Gmail.

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# How to Check your Inbox

## Concept

As in real life with a real mailbox, you can check your Gmail inbox to see if you have received new e-mail messages from friends and relatives.

## Procedure

1. After you log in, click the **Inbox** link in the Gmail box selection pane.  
Your inbox page displays a list of your current e-mail messages.
2. Click your new unread e-mail messages to open them.

### **Note**

New unread e-mail messages have the sender's name and the subject in bold.

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# How to Send an E-mail Message

## Concept

Now that you have your Gmail account, you are ready to use its main features. In this section, you will learn how to send an e-mail message and how to use the Carbon copy and Blind carbon copy.

This section describes two new options to send an e-mail message: the Carbon copy (Cc) and the Blind carbon copy (Bcc). These options may be useful if you want to send an e-mail message to a third party in addition to the primary recipient.

These two options have two different goals. Read the definitions below to see how to use them properly.

### **Carbon copy (Cc)**

Use Carbon copy when you want to send an e-mail message to a third party who does not have to reply. It is useful for notification purposes.

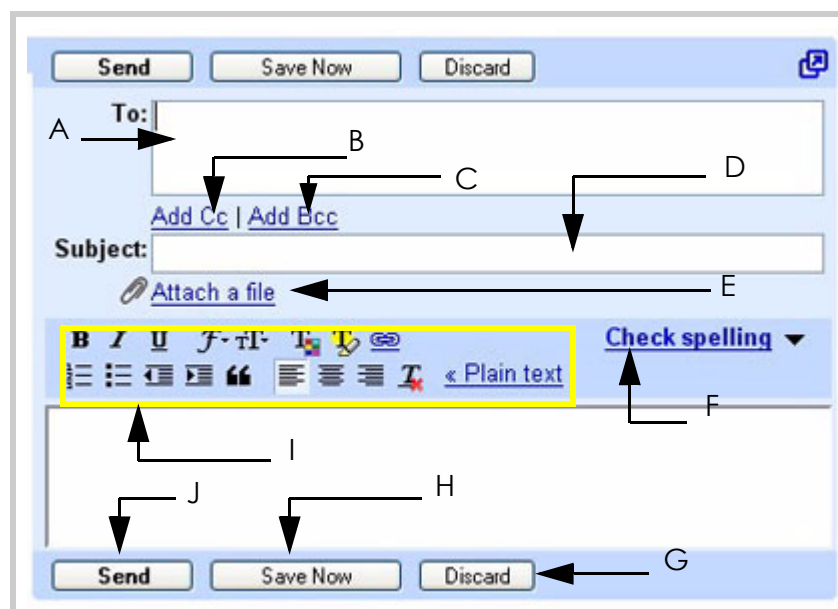
### **Blind carbon copy (Bcc)**

Use Blind carbon copy when you want to send an e-mail message to a third party who will remain hidden to every recipient. It is useful if you want to keep your contacts secret to everybody.

### **Note**

You can use both Carbon copy and Blind carbon copy at the same time.

## Description



Sending an E-mail Message

Table 2: Sending an E-mail Message

Item	Name	Function
A	<b>To</b> field	Type the e-mail address of the main recipients in this field.
B	<b>Add Cc</b> link	Click this link to send a Carbon copy to a recipient.
C	<b>Add Bcc</b> link	Click this link to send a Blind carbon copy to a recipient.
D	<b>Subject</b> field	Type the subject of the e-mail message in this field.
E	<b>Attach a file</b> link	Click this link to attach a file.
F	<b>Check spelling</b> link	Click this link to start the spelling checker. You can also select the language for the Spelling Checker.
G	<b>Discard</b> button	Click this button to delete your e-mail message if you decide not to send it.
H	<b>Save Now</b> button	Click this button to save your message as draft if it is not ready to send.

**Table 2: Sending an E-mail Message**

I	Format bar	Use the various formatting options to edit your message.
J	<a href="#">Send</a> button	Click this button to send your e-mail message.

## Procedure

1. On any Gmail page, click the [Compose Mail](#) link in the Gmail navigation menu.

The composing window opens.

2. Type the recipient's e-mail address in the [To:](#) field.

### Note

Click the [Add CC](#) and/or [Add Bcc](#) links if you want to send a Carbon Copy and/or a Blind carbon copy to other recipients. Separate their addresses with commas.

3. In the [Subject:](#) field, type the subject of your e-mail message.

4. In the main text area, write your message.

### Note

You can click the [Check spelling](#) link to use Gmail's online Spelling Checker.

5. Edit your message with the various formatting options of the [Format Bar](#).
6. When you have finished, click the [Send](#) button.

# How to Add an Attachment

## Concept

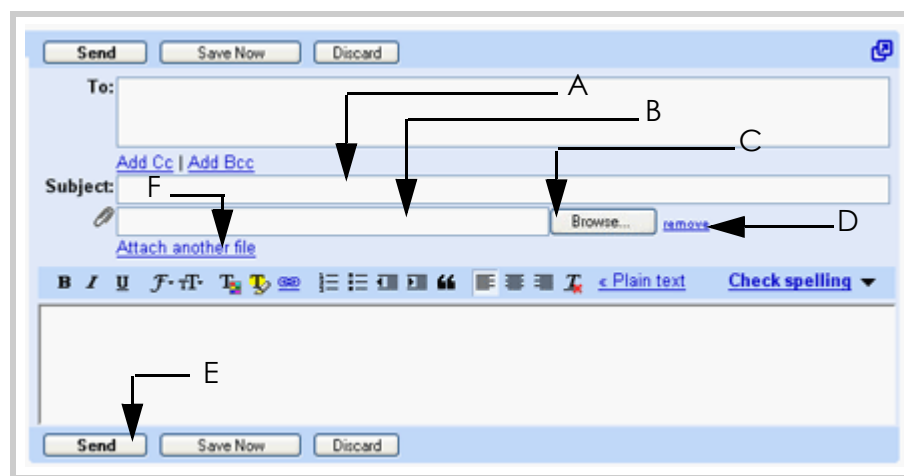
Along with your new e-mail message, you can attach a file, like a picture or an MP3 file. This section will explain how to send an e-mail message with an attachment.

## Important !

Since a lot of viruses use attachments in e-mail messages to contaminate computers, rules concerning attachments are very strict. In Gmail, your attachment should not:

- exceed 10 megabytes in size;
- be an executable file (.exe files and applications);
- be a zipped file containing an executable file.

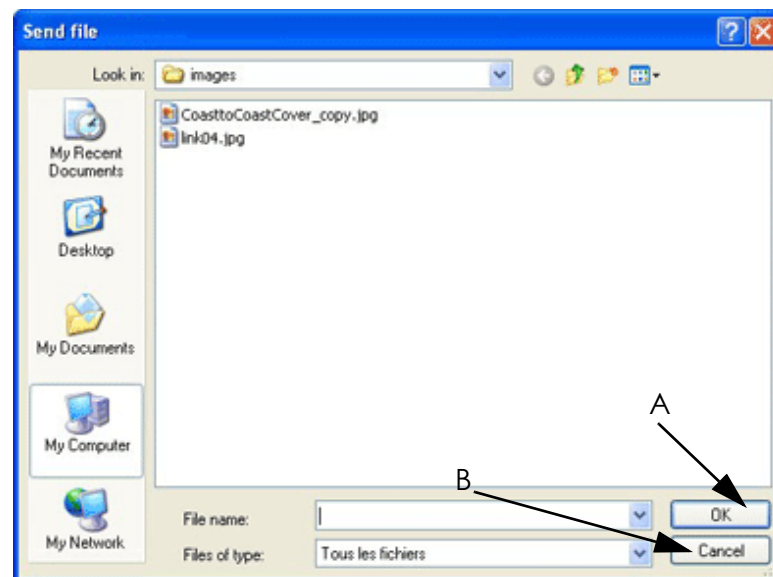
## Description



Attaching a File

**Table 3: Attaching a File**

Item	Name	Function
A	<b>Subject</b> field	Type the subject of the e-mail message in this field
B	Attachment field	Displays the attachment name and its file path on your computer
C	<b>Browse</b> button	Click this button to browse your computer for a file to send
D	<b>Remove</b> link	Click this link to remove the selected attachment
E	<b>Send</b> button	Click this button to send your e-mail message with your attachment
F	<b>Attach another file</b> link	Click this link to add another attachment



Browsing a File Pop-up Window

**Table 4: Browsing a File Pop-up Window**

Item	Name	Function
A	<b>OK</b> button	Click this button to confirm the selected file as an attachment

**Table 4: Browsing a File Pop-up Window**

B	<b>Cancel</b> button	Click this button to stop browsing your computer and to go back to the previous screen
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## Procedure

1. Follow the previous procedure (See [“How to Send an E-mail Message”](#) on page 11).

2. After you have written your e-mail message, click the **Attach a file** link.

The attachment field appears below the **Subject** field.

3. Click the **Browse** button.

A pop-up window appears.

4. Browse through your computer for the file you want to attach.

### Reminder

The maximum e-mail message size is 10 megabytes. Make sure your attachment does not exceed this size.

5. Select the file and click the **OK** button.

The file path appears in the attachment field.

### Note

At this stage, you can remove the attachment by clicking the **remove** link or add another attachment by clicking the **Attach another file** link.

6. When you have finished, click the **Send** button.



---

# How to Reply to an E-mail Message

## Concept

The **Reply** function is an easy and fast way to respond to the sender of a message. Instead of filling manually all the required fields, Gmail will fill automatically the **To** and **Subject** fields.

## Procedure

1. In your inbox page, click the e-mail message you want to reply to.  
The content of the message appears.
2. Click the **Reply** link at the bottom of the e-mail message.  
A copy of the received e-mail message appears.
3. Write your response at the beginning of this copy.

### **Note**

The basic sending features like adding a **Cc**, a **Subject** or an attachment are also available for a reply.

4. When you have finished, click the **Send** button.

---

# How to Forward an E-mail Message

## Concept

The **Forward** function is an easy and fast way to transfer to an e-mail message to another recipient. Instead of filling manually all the required fields, Gmail will automatically do all the work for you. You will just need to specify your recipient.

## Procedure

1. Click the e-mail message you want to forward.

The content of the e-mail message appears.

2. Click the **Forward** link at the bottom of the e-mail message.

A copy of the received e-mail message appears.

### **Note**

Note that the subject of this copy is the same as the original e-mail message. The element Fwd: at the beginning of the subject is the abbreviation for "Forward".

3. Type your recipient's e-mail address in the **To** field.

### **Note**

The basic sending features like adding a **Cc**, a **Subject** or an attachment are also available.

4. When you have finished, click the **Send** button.

---

# How to View your Sent E-mail Messages

## Concept

If you want to keep track of all the e-mail messages you have sent, Gmail has the right feature for you: the [Sent Mail](#) link.

## Procedure

1. On any Gmail page, click the [Sent Mail](#) link.  
The [Sent Mail](#) page with all your sent e-mail messages opens.
2. Click on the e-mail message you want to view.  
The content of the selected e-mail message appears.

---

# How to Save an E-mail Message as Draft

## Concept

With Gmail, you can save an e-mail message as draft before sending it. If you are not fully sure about a specific element at the moment of writing, use this feature to store your e-mail message for further modifications

## Procedure

1. On any Gmail page, click the **Compose Mail** link.  
The composing window opens.
2. Write your e-mail message.
3. Click the **Save Now** button.  
The message **Draft saved** along with the time of save appears.

---

# How to Edit your Drafts

## Concept

As soon as you know how to edit your final e-mail message, you may want to modify the draft you have previously saved.

## Procedure

1. On any Gmail page, click the **Drafts** link.  
The **Drafts** page opens.
2. Click the draft you want to edit.  
The draft opens.
3. Edit your draft according to your modifications.
4. When you are finished, click the **Send** button.

### **Note**

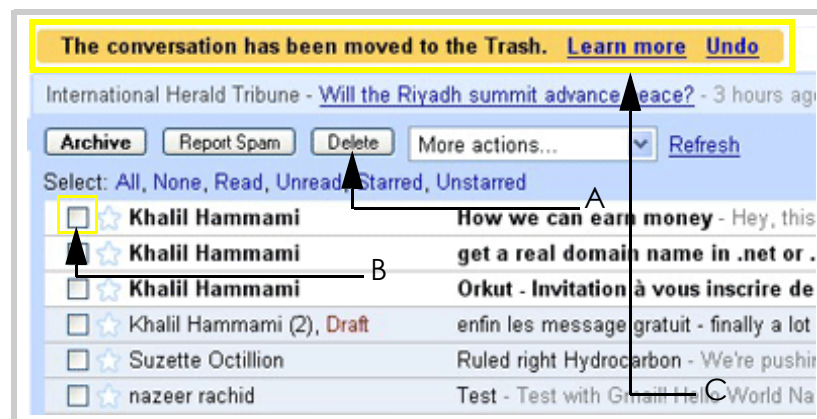
At this stage your draft has automatically become an e-mail message. Your recipient will therefore receive a regular e-mail message.

# How to Delete an E-mail Message

## Concept

Gmail provides over 2.8 gigabytes of storage for your account. However you may want to organize your e-mail messages and delete useless ones from your account. In this section, you will learn how to delete an e-mail message.

## Description



Deleting an E-mail Message

Table 5: Deleting an E-mail Message

Item	Name	Function
A	<b>Delete</b> button	Click this button to delete your e-mail message from your inbox

**Table 5: Deleting an E-mail Message**

B	Selection check box	Click this check box to select the e-mail message you want to delete
C	Confirmation message	Confirms the deletion of the e-mail message

## Procedure

1. On any Gmail page, click the selection check box of the e-mail message you want to delete from your inbox.  
The selected e-mail message turns into a different color.

2. Click the **Delete** button.

Gmail displays a confirmation message. Your e-mail message has moved from your inbox to the Trash.

### **Note**

Deleting your e-mail message does not mean you have deleted it permanently from your Gmail account. The message has only moved to the Trash.

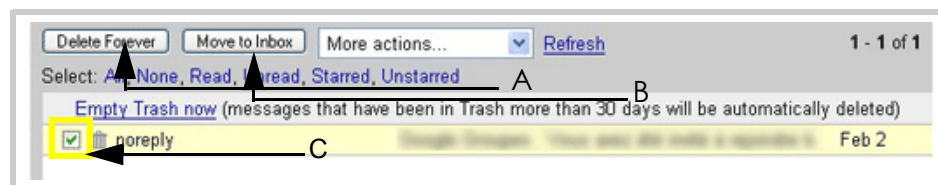
To delete e-mail messages permanently, you need to empty the Trash.

# How to Empty the Trash

## Concept

To delete permanently your e-mail message, you need to empty the Trash.

## Description



Emptying the Trash

Table 6: Emptying the Trash

Item	Name	Function
A	<b>Delete Forever</b> button	Click this button to delete permanently your e-mail message
B	<b>Move to Inbox</b> button	Click this button to move your e-mail message back to the inbox
C	Selection check box	Click this check box to select the e-mail message you want to delete permanently

## Procedure

1. In your inbox page, click the **Trash** link.



The **Trash** page opens.

**Note**

Note that the **Trash** page has a darker color than the other pages.

2. Click the selection check box of the e-mail message you want to delete permanently.

The selected e-mail message turns into a different color.

3. Click the **Delete Forever** button.

Gmail displays a confirmation message. It has removed your e-mail message permanently from your account.





# Managing your E-mail

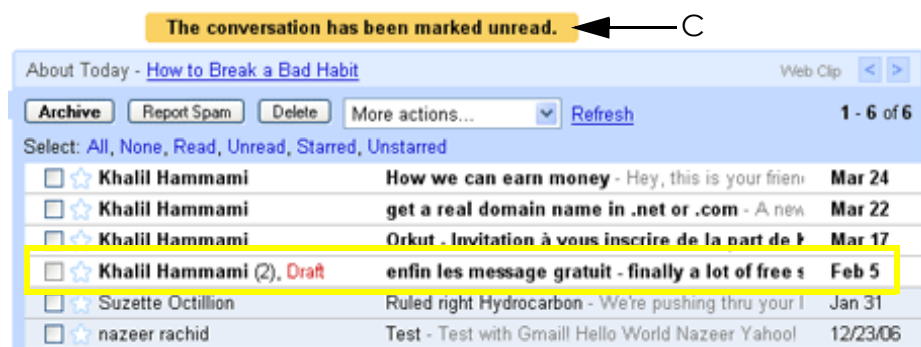
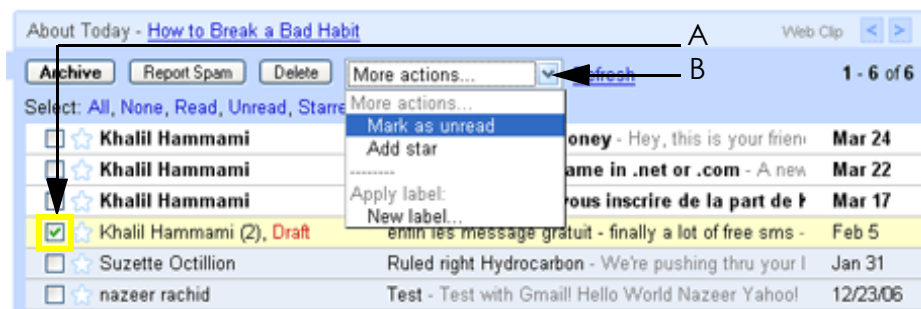


# How to Mark a Message as Unread

## Concept

Marking an e-mail as unread is a feature which allows to restore the original unread status to an e-mail you have already opened. This is useful if you want Gmail to remind you to reread an e-mail message.

## Description



Marking a Message as Unread

**Table 1: Marking a Message as Unread**

Item	Name	Function
A	Selection check box	Check this box to select the e-mail message you want to mark as unread.
B	<b>More actions</b> drop-down list	Click this list to select <b>Mark as unread</b> .
C	Confirmation message	Gmail displays this message to confirm your e-mail message has been marked as unread.

## Procedure

1. On any Gmail page, click the selection check box of the e-mail message you want to mark as unread.  
The selected e-mail message turns into a different color.
2. In the **More actions** drop-down list, select **Mark as unread**.  
Gmail displays a confirmation message. It has marked your e-mail message as unread.
3. Click a second time on the selection check box of your e-mail message.  
Your e-mail message now has the same color as the other unread e-mail messages.

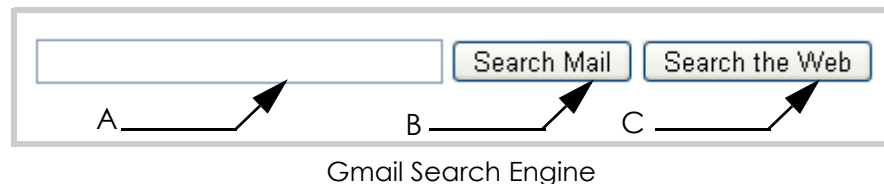
# How to Search your E-mail

## Concept

Google has powered Gmail with a search engine which enables you to browse through your e-mail for specific messages.

This feature is also useful if you need to gather messages with the same features before applying stars (See [“How to Manage Stars with your E-mail”](#) on page 39) or labels to them (See [“How to Manage Labels with your E-mail”](#) on page 41).

## Description



**Table 2: Gmail Search Engine**

Item	Name	Function
A	Search engine field	Enter key words in this field for your search.
B	<b>Search Mail</b> button	Click this button to search e-mail messages that contain the key words of your request.
C	<b>Search the Web</b> button	Click this button to search the Internet for pages that contain the key words of your request.

## Procedure

1. At the top of any Gmail page, enter key words in the search engine field.
2. Click the **Search Mail** button.  
Gmail displays the results of the search.



# How to Create Filters

## Concept

In Gmail, you can use a filter to sort into different incoming e-mail messages according to given criteria.

## Description

The screenshot shows the 'Create a Filter' dialog box in Gmail. It has a yellow header bar with the title 'Create a Filter' and a link 'Hide filter options'. Below the header, there is a text instruction: 'Choose search criteria - Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria.' The main area contains several input fields: 'From:', 'To:', 'Subject:', 'Has the words:', 'Doesn't have:', and a checkbox for 'Has attachment'. At the bottom, there are three buttons: 'Show current filters', 'Cancel', and 'Test Search', followed by a 'Next Step >' button. Labels A through I are placed around the dialog with arrows pointing to specific elements: A points to the 'From:' field, B to the 'To:' field, C to the 'Subject:' field, D to the 'Has the words:' field, E to the 'Doesn't have:' field, F to the 'Has attachment' checkbox, G to the 'Show current filters' link, H to the 'Cancel' button, I to the 'Test Search' button, and an unlabeled arrow points to the 'Next Step >' button.

Choosing Criteria

**Table 3: Choosing Criteria**

Item	Name	Function
A	<b>From</b> field	Type the name of the sender in this field.
B	<b>To</b> field	Type the name of the recipient in this field.
C	<b>Subject</b> field	Type the subject in this field.
D	<b>Has the words</b> field	Type key words the filter must include in this field.

**Table 3: Choosing Criteria**

E	<b>Doesn't have</b> field	Type key words the filter must exclude in this field.
F	<b>Has attachment</b> checkbox	Check this box to filter e-mail messages with attachment.
G	<b>Cancel</b> button	Click this button to cancel the creation of the filter.
H	<b>Test search</b> button	Click this button to test your filter with the e-mail messages you have received.
I	<b>Next Step</b> button	Click this button to go to the following step.



Choosing Action

**Table 4: Choosing Action**

Item	Name	Function
A	Filter actions	Check the boxes of the actions you want to add to the filter.
B	<b>Create Filter</b> button	Click this button to generate the filter.
C	<b>Also apply filter to XXXX conversations below</b> checkbox	Check this box to apply your filter to the e-mail messages you have received.
D	<b>Back</b> button	Click this button to go the previous screen.
E	<b>Cancel</b> button	Click this button to cancel the filter creation.

## Procedure

1. On any Gmail page, click the **Create a filter** link.

The **Create a Filter** window displays the **Search criteria options** at the top of the page.

2. Type the criterion or criteria Gmail will use to filter incoming e-mail messages.

### Example

If you want to filter e-mail messages from a particular contact, type his or her name in the **From:** field.

3. Check the box **Has attachment** to filter e-mail messages with attachment.
4. Click the Test Search button to verify if the filter works properly.
5. When you have finished, click the **Next Step** button.

The **Create a Filter** window displays the **Choose action options** at the top of the page.

6. Check the box(es) of the action(s) you want to apply to the filtered e-mail messages:

Action	Description
<b>Skip the Inbox</b>	Check this box to archive the e-mail message.
<b>Star it</b>	Check this box to add the e-mail message to your starred message list.
<b>Apply the label</b>	Check this box to apply one of your labels to the e-mail message.
<b>Forward it to</b>	Check this box to forward the e-mail message to the recipient you define in the field.
<b>Delete it</b>	Check this box to delete the e-mail message automatically.

**Note**

You can also check the [Also apply filter to XXXX conversations below](#) box to apply the filter to e-mail messages you have already received.

7. When you have finished, click the [Create Filter](#) button.  
Your filter has been created and is now active.

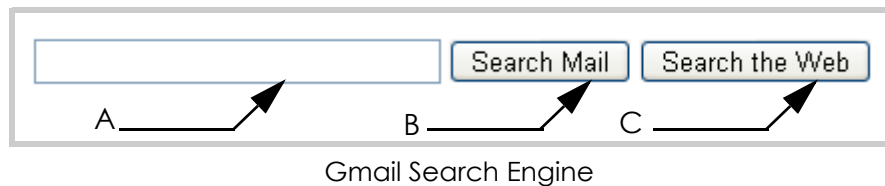
# How to Search your E-mail

## Concept

Google has powered Gmail with a search engine which enables you to browse through your e-mail for specific messages.

This feature is also useful if you need to gather messages with the same features before applying stars (See [“How to Manage Stars with your E-mail”](#) on page 39) or labels to them (See [“How to Manage Labels with your E-mail”](#) on page 41).

## Description



**Table 5: Gmail Search Engine**

Item	Name	Function
A	Search engine field	Enter key words in this field for your search.
B	<b>Search Mail</b> button	Click this button to search e-mail messages that contain the key words of your request.
C	<b>Search the Web</b> button	Click this button to search the Internet for pages that contain the key words of your request.

## Procedure

1. At the top of any Gmail page, enter key words in the search engine field.
2. Click the **Search Mail** button.  
Gmail displays the results of the search.

# How to Manage Stars with your E-mail

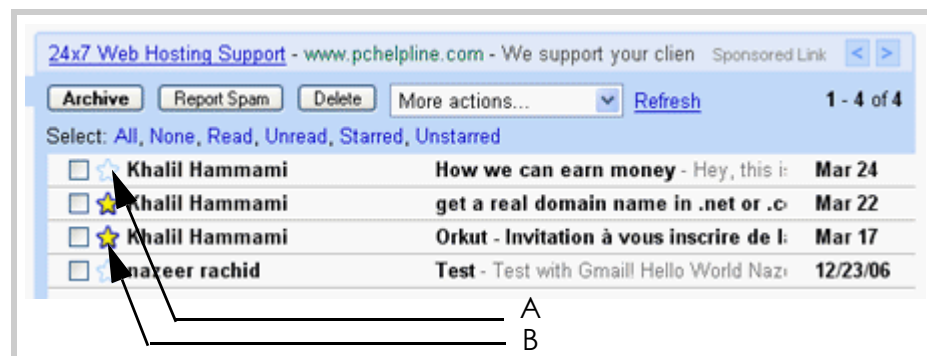
## Concept

You can use stars to flag any e-mail messages of your account. This feature enables you:

- to mark all your e-mail messages with a visible symbol;
- to view quickly all your starred e-mail messages in one unique folder.

It may be useful if you need Gmail to remind you to check certain e-mail messages again.

## Description



Star Management in Gmail

Table 6: Star Management in Gmail

Item	Name	Function
A	Empty star	Click it to star your e-mail message.

**Table 6: Star Management in Gmail**

B	Star	Click it to remove the star from your message.
---	------	--

## Procedures

### Applying a Star to an E-mail Message

**Note**

You cannot apply a star to a message that is in the Trash.

On any Gmail page, click on the empty star next to the e-mail message you want to flag.

The star turns yellow. You have successfully starred your e-mail message.

**Note**

You can apply stars to several e-mail messages at a time.

### Viewing your Starred E-mail Messages

Click the [Starred](#) link in the Gmail navigation menu.

The [Starred](#) page with all your starred e-mail messages opens.

### Removing a Star from an E-mail Message

On any Gmail page, click the yellow star next to the starred e-mail message.

The e-mail message is not starred anymore.



# How to Manage Labels with your E-mail

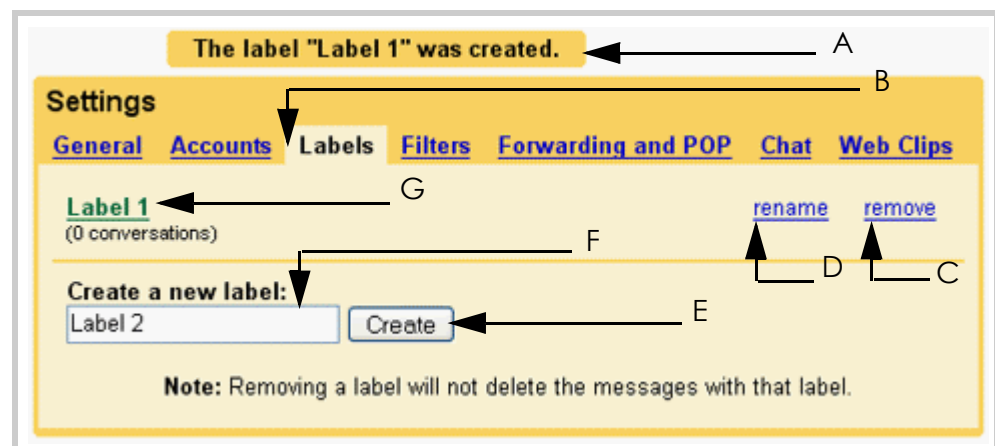
## Concept

Gmail enables you to sort your e-mail messages into categories with a personalized label. In this section, you will learn how to manage labels in Gmail.

### Note

You can create as many labels as you want and you can apply several labels to the same e-mail message.

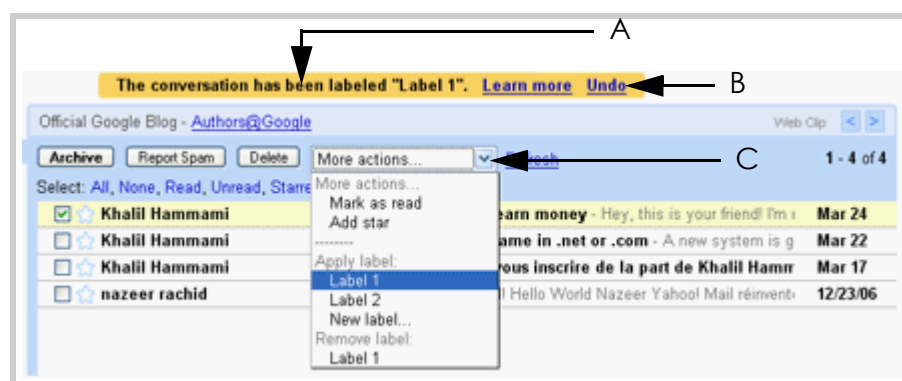
## Description



Creating a Label

**Table 7: Creating a Label**

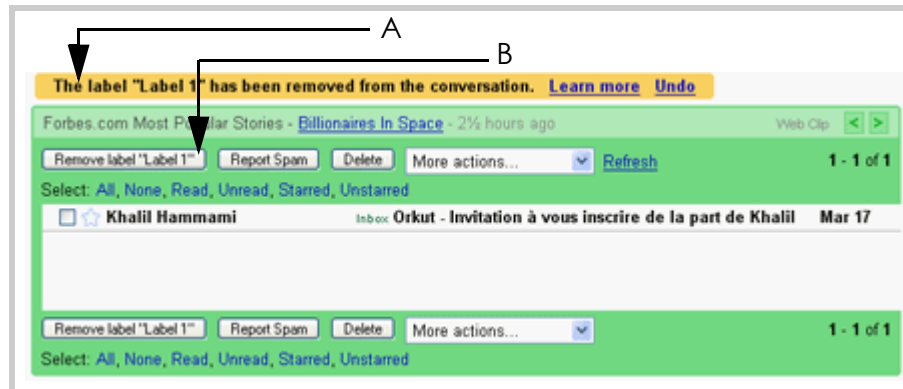
Item	Name	Function
A	Confirmation message (1)	Appears to confirm your label has been created.
B	<a href="#">Labels</a> tab	Displays the various label management options.
C	<a href="#">remove</a> link	Click this link to remove your label.
D	<a href="#">rename</a> link	Click this link to rename your label.
E	<a href="#">Create</a> button	Click this button to create your filter.
F	<a href="#">Create a new label</a> field	Type the name of your label in this field.
G	Created labels	Displays labels you have already created.



Applying a label

**Table 8: Applying a Label**

Item	Name	Function
A	Confirmation message (2)	Appears to confirm your e-mail message has been labelled.
B	<a href="#">Undo</a> link	Click this link to immediately remove the label from the message.
C	<a href="#">More actions</a> drop-down list	Click this list to select the label to apply.



Removing a label

Table 9: Removing a Label

Item	Name	Function
A	Confirmation message (3)	Appears to confirm your label has been removed from your e-mail message.
B	<b>Remove label</b> button	Click this button to remove the selected label from the selected message.

## Procedures

### Creating a Label

1. On any Gmail page, click the **Edit labels** link.  
The **Labels** tab of the Gmail **Settings** window opens.
2. In the **Create a new label** field, enter the name of your label.
3. Click the **Create** button.  
Gmail displays a confirmation message. It has created your label.

#### Note

Click the **rename** or the **remove** link to rename or remove the label you have created.

## Applying a Label

1. On any Gmail page, click the selection check box of the e-mail message.

The message turns into a different color.

2. In the **More actions** drop-down list, select your label.

Gmail displays a confirmation message. It has applied your label to your e-mail message.

### Note

In case of mistake, click the **Undo** link in the confirmation message to remove the label immediately.

### Note

You can apply labels to several e-mail messages at a time.

## Removing a Label from an E-mail Message

1. In the **Labels** pane on the left part of the screen, click the name of the label.

The **Labels** page displays all the messages with the label you have selected.

2. Check the box to select the e-mail message.

3. Click the **Remove label** button.

Gmail displays a confirmation message. It has removed your label from your e-mail message.

### Note

You can remove labels to several e-mail messages at a time.

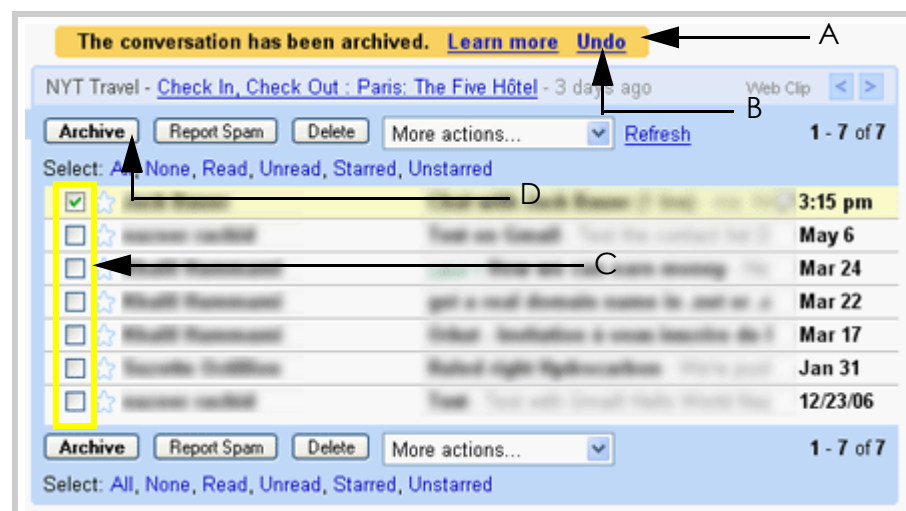
# How to Archive an E-mail Message

## Concept

In Gmail, you can archive your e-mail messages. This functionality removes the messages from your inbox but does not delete them.

It is useful if you need to put in order your inbox or store old and important messages.

## Description



Archiving an E-mail Message

**Table 10: Archiving an E-mail Message**

Item	Name	Function
A	Confirmation message	Confirms the storage of your e-mail message.
B	<a href="#">Undo</a> link	Click this link to cancel the storage of your e-mail message.
C	Selection check box	Check this box to select the e-mail message you want to archive.
D	<a href="#">Archive</a> button	Click this button to archive the selected e-mail message.

## Procedure

1. On your Inbox page, check the box of the e-mail message you want to archive.

The message turns into a different color.

2. Click the [Archive](#) button.

Gmail displays a confirmation message. It has archived your e-mail message.

### **Note**

In case of mistake, click the [Undo](#) link in the confirmation message to cancel the storage immediately.

### **Note**

You can archive several messages at a time.

---

# How to Search your Archived E-mail Messages

## Concept

After you have archived your e-mail messages, you may one day need to read them again.

In this section, you will learn how to:

- view all your archived e-mail messages.
- search a specific archived e-mail message.

## Procedures

### **How to View all your Archived E-mail Messages**

Click the [All Mail](#) link in the Gmail Box selection pane.

Gmail displays all your E-mail including your archived messages.

### **How to Search a Specific Archived E-mail Message**

1. At the top of any Gmail page, enter key words in the search engine text area.

2. Click the [Search Mail](#) button.

Gmail displays the results of your request.

# How to Manage Spam

## Concept

Spam is unsolicited e-mail that you receive in your inbox. Spam is easy to identify:

- the sender of the e-mail message is someone you do not know.
- the subject of the message generally refers to advertisements.
- the message itself generally contains a link to a website.

As a rule, you should not open e-mail spam. They may contain viruses and spywares that may harm your computer.

To improve its security and its filters against spam, Gmail has included a **Report Spam** function that users may use to mark suspicious messages.

In this section, you will learn:

- how to report a message as spam.
- how to delete spam.

## Description

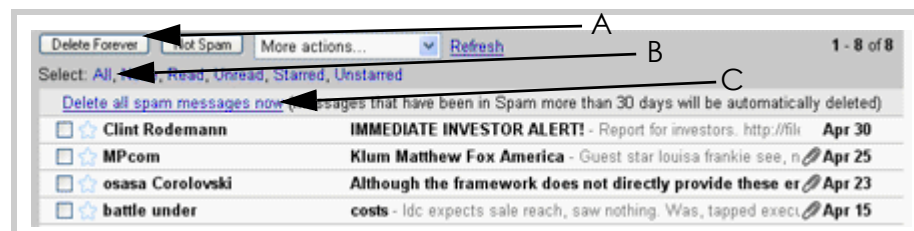


Reporting spam



**Table 11: Reporting Spam**

Item	Name	Function
A	Selection check box	Check the box of the e-mail messages you want to report as spam.
B	<a href="#">Report Spam</a> button	Click this button to report the message as spam.
C	Confirmation message	Gmail displays this message to confirm your e-mail message has been reported as spam.
D	<a href="#">Undo</a> link	Click this link to immediately cancel your report.



Deleting spam

**Table 12: Deleting Spam**

Item	Name	Function
A	<a href="#">Delete Forever</a> button	Click this button to delete the selected spam messages.
B	<a href="#">All</a> link	Click this link to select all the messages in your <a href="#">Spam</a> box.
C	<a href="#">Delete all spam messages now</a> link	Click this link to delete directly all the messages in your <a href="#">Spam</a> box without selecting them.

## Procedures

### How to Report an E-Mail Message as Spam

1. Check the box next to the suspicious message.  
The message turns into a different color.

2. Click the **Report Spam** button.

Gmail displays a confirmation message. It has marked your message as spam and has moved it to the **Spam** box.

**Note**

In case of mistake, click the **Undo** link in the confirmation message to remove the label immediately

**Note**

You need to go to your **Spam** box to delete all your spam.

## How to Delete Spam

1. On any Gmail page, click the **Spam** link in the navigation menu.

Gmail displays the **Spam** box.

2. Click the **All** link to select all the messages of the Spam box.

**Note**

You can individually check the boxes of the messages you want to delete.

3. Click the **Delete Forever** button.

Your **Spam** box is now empty.

**Note**

If you do not need to check the messages, you can also click the **Delete all spam messages now** link to directly delete them forever.



# Managing Your Contacts



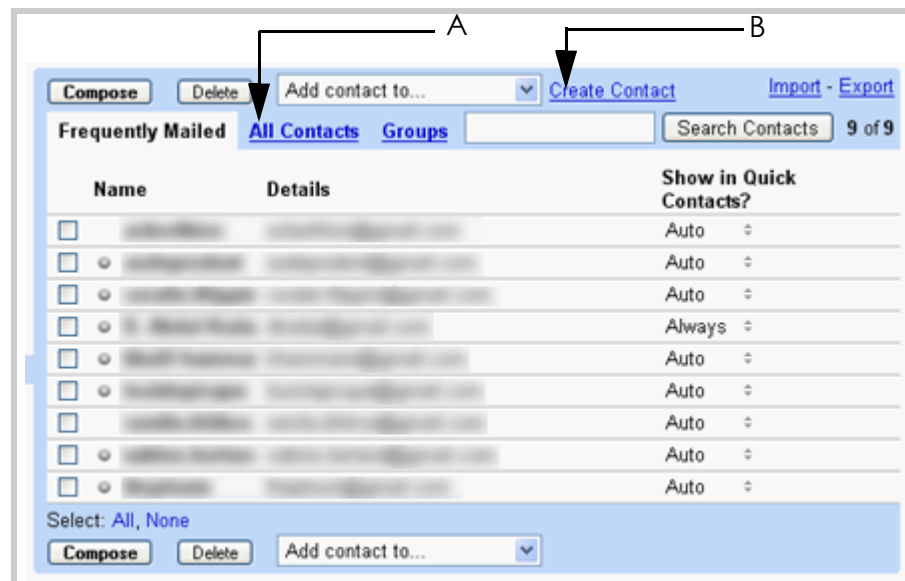
# How to Create a Contact

## Concept

Now you have a Gmail account and you know how to manage your incoming e-mail. Now you probably receive a lot of e-mail messages from numerous senders.

To keep in mind all the addresses or to retrieve the address from a previously received message can be tedious. Therefore, it may be useful to have a Gmail contact directory which will contain all the necessary information.

## Description



Contact Management window

**Table 1: Contact Management window**

A	<a href="#">All Contacts</a> link	Click this link to display all your contacts.
B	<a href="#">Create Contact</a> link	Click this link to create a contact.

The screenshot shows the 'Add Contact' window. At the top left is a link 'Back to Contacts' and at the top right is 'Import - Export'. The main form has fields for 'Name:', 'Primary Email:', and 'Notes:'. Below these is a 'Picture:' section with two radio buttons: 'My pick' and 'Their pick'. The 'My pick' option is selected. Below the radio buttons are two boxes: one for 'My pick' saying 'You haven't picked a picture' with an 'upload picture' link, and one for 'Their pick' saying 'This person hasn't picked a picture'. At the bottom of the form is a link 'add more contact info', and at the very bottom are 'Save' and 'Cancel' buttons. Labels A through H point to these elements: A points to the 'Name' field, B to the 'Primary Email' field, C to the 'Notes' field, D to the 'Their pick' radio button, E to the 'My pick' radio button, F to the 'add more contact info' link, G to the 'Save' button, and H to the 'Cancel' button.

Adding a Contact

**Table 2: Adding a Contact**

Item	Name	Function
A	<a href="#">Name</a> field	Type the name of the contact in this field.
B	<a href="#">Primary Email</a> field	Type the main e-mail address of your contact in this field.
C	<a href="#">Notes</a> field	Type additional information in this field.
D	<a href="#">Their pick</a>	Select this option to display the picture of the contact.
E	<a href="#">My pick</a>	Select this option to upload and display a personalized picture for your contact.
F	<a href="#">Add more contact info</a> link	Click this link to add additional information about your contact.

**Table 2: Adding a Contact**

G	<a href="#">Save</a> button	Click this button to save your contact if you have finished.
H	<a href="#">Cancel</a> button	Click this button to cancel the creation of the contact.

## Procedure

1. On any Gmail page, click the [Contacts](#) link in the [Contacts](#) pane.

The [Contact management](#) window appears.

2. Click the [Create Contact](#) link.

The [Add Contact](#) window opens.

3. Fill in the fields with the necessary information.

**Note**

Click the [add more contact info](#) link if you want to add another e-mail address, a phone number or any other piece of information.

4. Click the [Save](#) button.

Gmail displays a confirmation message. It has added your contact.

**Note**

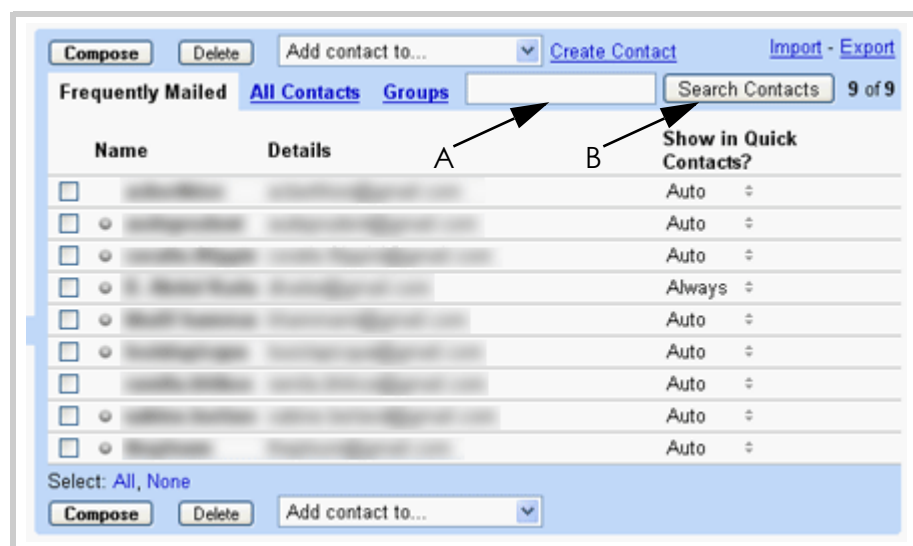
You can view the newly added contact in the [All Contacts](#) tab of the [Contact Management](#) window.

# How to View a Contact

## Concept

Gmai provides a search engine if you are looking for a specific contact or if you need to edit that contact's information.

## Description



Contact Management window

Table 3: Contact Management window

Item	Name	Function
A	Search engine field	Enter the name of the contact in this field.
B	<a href="#">Search Contacts</a> button	Click this button to start the search.



## Procedure

1. On any Gmail page, click the **Contacts** link in the **Contacts** pane.

The **Contact management** window appears.

2. In the search engine field, enter the name of the contact.

3. Click the **Search Contacts** button.

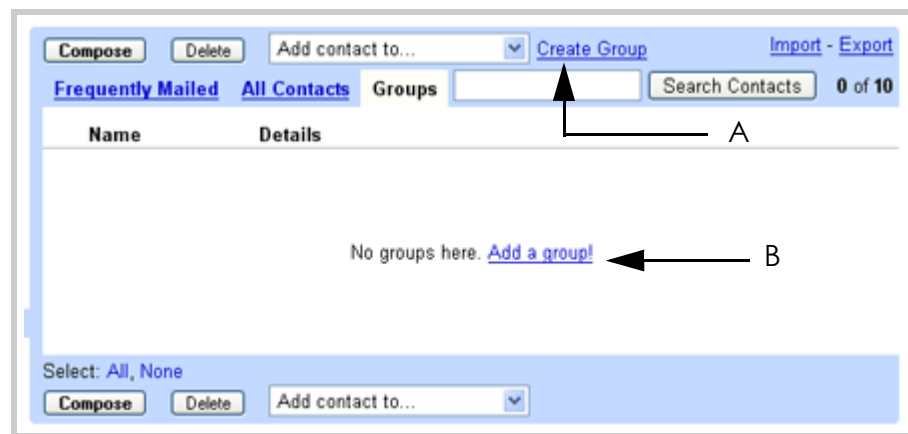
Gmail displays the results of the search.

# How to Create a Personalized Contact Group

## Concept

In Gmail, you can create a personalized contact group. This function enables you to send an e-mail message directly to a predefined group of persons. Therefore, you do not have to include their e-mail address one by one in the **To** field.

## Description



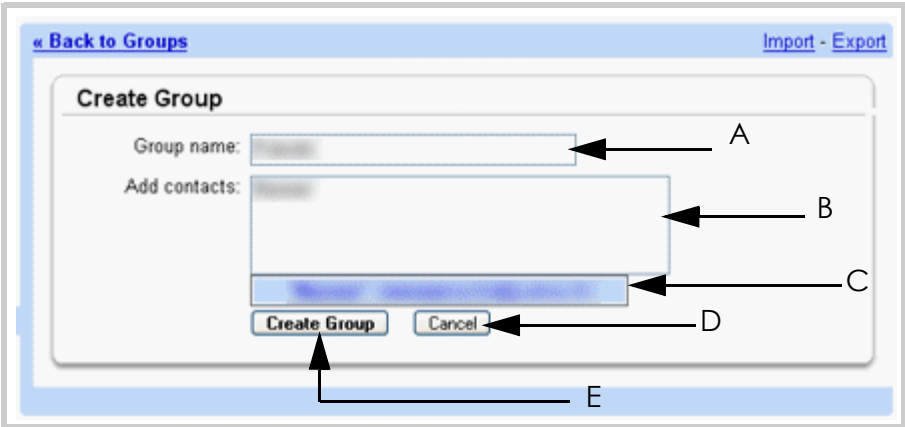
Groups Tab

Table 4: Groups Tab

Item	Name	Function
A	<a href="#">Create Group</a> link	Click this link to open the <a href="#">Create Group</a> window.

Table 4: Groups Tab

B	<a href="#">Add a group!</a> link	Appears if you have not created a group before. Click this link to open the <a href="#">Create Group</a> window.
---	-----------------------------------	--



Creating a Group

Table 5: Creating a Group

Item	Name	Function
A	<a href="#">Group name</a> field	Enter the name of the group in this field.
B	<a href="#">Add contacts</a> field	Enter the name or the address of the contacts in this field.
C	Gmail automatic address display field	Displays automatically the right address corresponding to the name you enter in the <a href="#">Add contacts</a> field.
D	<a href="#">Cancel</a> button	Click this button to cancel the creation of the contact.
E	<a href="#">Create Group</a> button	Click this button to create your-group if you have finished.

## Procedure

1. On any Gmail page, click the [Contacts](#) link in the [Con-](#)  
[tacts](#) pane.

The [Contact management](#) window appears.

2. Click on the **Groups** link.  
The **Groups** tab opens.
3. Click the **Create Group** link.  
The **Create Group** window opens.
4. In the **Group name** field, enter the name of the group.
5. In the **Add contacts** field, enter the name or the address of the contact.  
Gmail automatically displays the corresponding e-mail address below the **Add contacts** field.
6. Click the corresponding address to select it.  
Gmail has automatically inserted the e-mail address in the **Add contacts** field.
7. Repeat steps 5 and 6 to add as many contacts as you need.
8. When you have finished, click the **Create Group** button.  
Gmail displays a confirmation message. It has created your contact group.

## Concept

Gmail automatically generates this list. However you can manually decide which contacts to add or which to remove from it.

## Description



**Table 6: Quick Contacts Management window**

Item	Name	Function
A	Contacts area	Displays the name and address of your contacts.
B	<a href="#">Show in Quick Contacts?</a> menu	Enables you to choose which action to apply to the contact: <a href="#">Auto</a> , <a href="#">Always</a> , <a href="#">Never</a> or <a href="#">Block</a> .

## Procedure

1. On any Gmail page, click the [Contacts](#) link in the [Contacts](#) pane.  
The [Contact management](#) window appears.
2. Click the [All Contacts](#) link.  
Gmail displays all your contacts.
3. In the [Show in Quick Contacts?](#) menu, select the action you want to apply to the contact.

Action	Description
<a href="#">Always</a>	Always displays the contact.
<a href="#">Auto</a>	Displays the contact depending on how often you communicate with her/him.
<a href="#">Never</a>	Never displays the contact.
<a href="#">Block</a>	Prevents the contact from communicating with you.

Gmail displays a confirmation message depending on the action you have chosen.

### Note

You need to wait at least 30 seconds to see the changes effective in the [Quick Contacts](#) list.



# Chatting with Gmail





## Concept

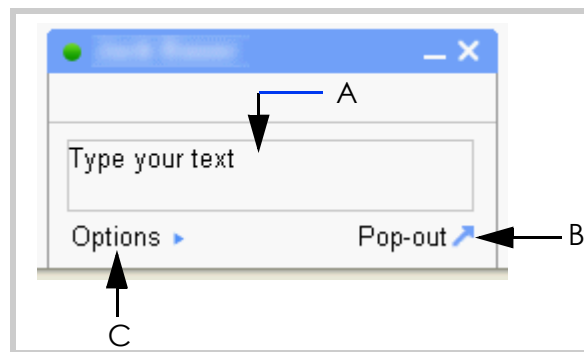
### Note

## Description



**Table 1: Chatting with a Quick Contact**

Item	Name	Function
A	<b>Quick Contacts</b> pane	Enables you to view and manage your Quick Contacts list.
B	Quick Contact pop-up window	Displays the basic information and management option about the Quick Contact.
C	<b>Chat</b> button	Click this button to start a chat with your Quick Contact.
D	<b>Mail</b> button	Click this button to write an e-mail message to your Quick Contact.
E	Chat statuses	Displays the Quick Contacts' chat status.



Chat pop-up window

**Table 2: Chat pop-up window**






Item	Name	Function
A	Text field	Type your text in this field to start your chat.
B	<b>Pop-out</b> button	Click this button to launch the chat in a separate window.
C	<b>Options</b> button	Click this button to block your Quick Contact or to chat off the record.

## Procedure

1. On any Gmail page, move your mouse over the contact's name in the **Quick Contacts** pane .

The Quick Contact pop-up window opens.

2. Before you start a chat, check the chat status icon.

Icon	Status
	Available.
	Busy.
	Away from the computer.
	Already chatting with you.
	Not connected.
No status	Not invited to chat with you yet.

3. After, you have checked the status, click The **Chat** button.

The chat pop-up window opens.

### Note

You can click the Pop-out button to open the chat window in a separate window.

4. In the text field, enter your text to start your chat.

5. Press Enter.

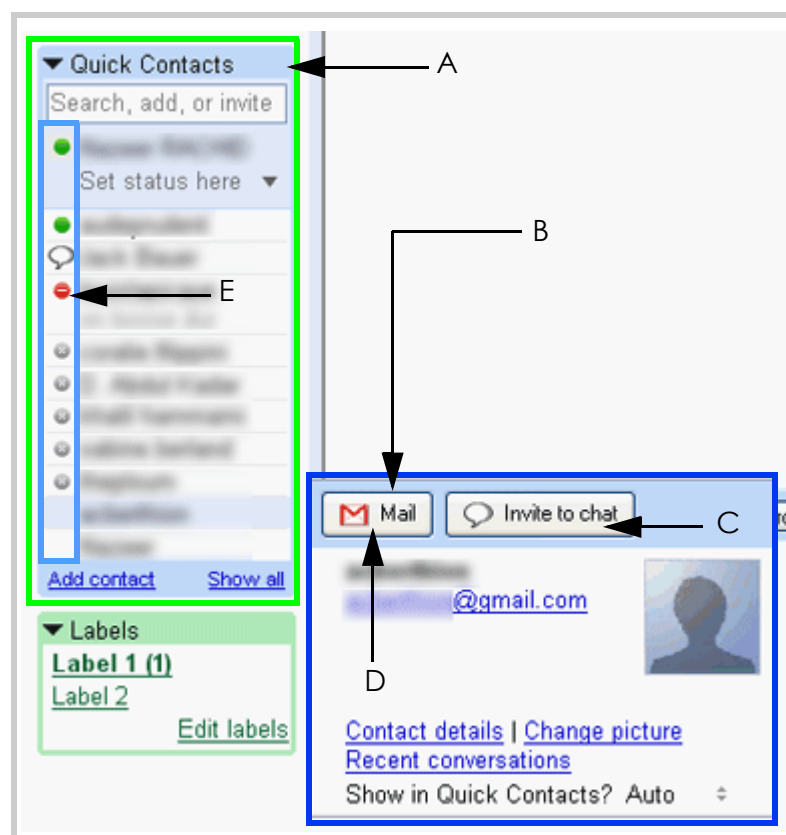
Gmail has sent the message to your Quick Contact. Your contact will respond to you.

# How to Invite People to Chat with Gmail

## Concept

Gmail allows you to invite people to chat with you, whether they have a Gmail account or not.

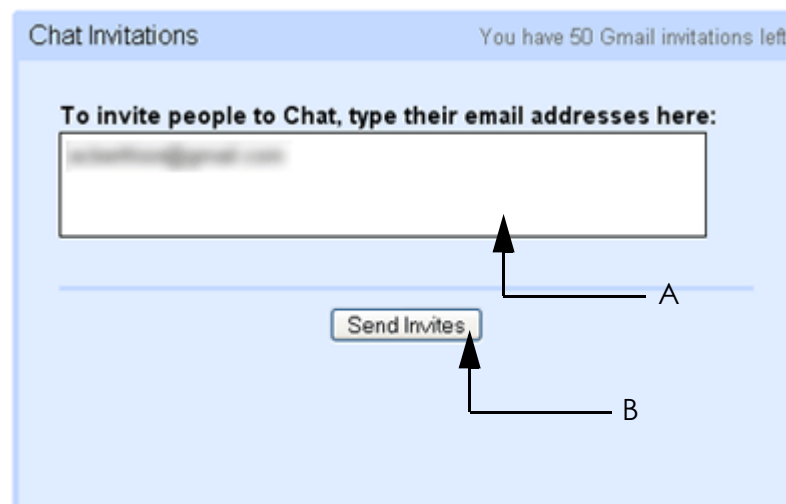
## Description



Inviting People to Chat

**Table 3: Inviting People to Chat**

Item	Name	Function
A	<b>Quick Contacts</b> pane	Enables you to view and manage your Quick Contacts list.
B	Quick Contact pop-up window	Displays the basic information and management option about the Quick Contact.
C	<b>Invite to chat</b> button	Click this button to invite the contact to chat in Gmail.
D	<b>Mail</b> button	Click this button to write an e-mail message to your Quick Contact.
E	Chat statuses	Displays the Quick Contacts' chat status.



Sending Chat Invitations

**Table 4: Sending Chat Invitations**

Item	Name	Function
A	E-mail addresses input field	Displays the e-mail address of the contact you want to invite to chat.
B	<b>Send Invites</b> button	Click this button to send invitation to the

## Procedure

1. On the **Quick Contacts** pane, move your mouse over a contact's name that does not have a chat status.

The Quick Contact pop-up window opens.

**Note**

Refer to the Chat statuses table in the previous section.

2. Click the **Invite to chat** button.

The **Chat Invitations** window opens. It displays the e-mail address of the contact in the input field.

3. Click the **Send Invites** button.

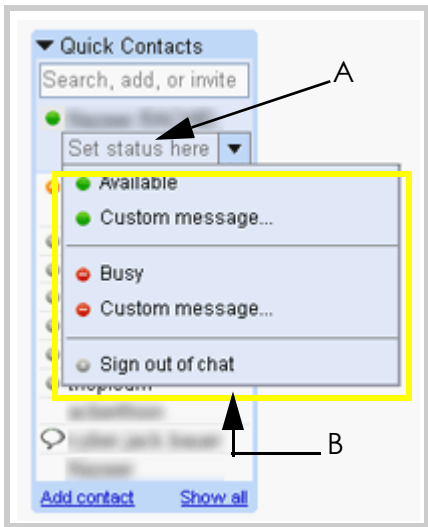
Your contact will receive your invitation.

# How to Use Chat Statuses

## Concept

Chat statuses are useful if you need to notify your contacts whether you are available, or not, for a little chat.

## Description



Chat Statuses in Gmail

Table 5: Chat Statuses in Gmail

Item	Name	Function
A	<a href="#">Set status here</a> drop-down list	Click this drop-down list to display the available statuses.
B	Chat statuses list	Select the chat status you want to show to your contacts.

## Procedure

1. On the **Quick Contacts** pane, click the **Set status here** drop-down list.

The chat statuses list appears.

2. Select the chat status you want to display to your contacts.

Gmail has applied the status.

### **Note**

You can personalize the **Available** and **Busy** statuses with a custom message. Click **Custom message** and type your message in the **Set status here** field.



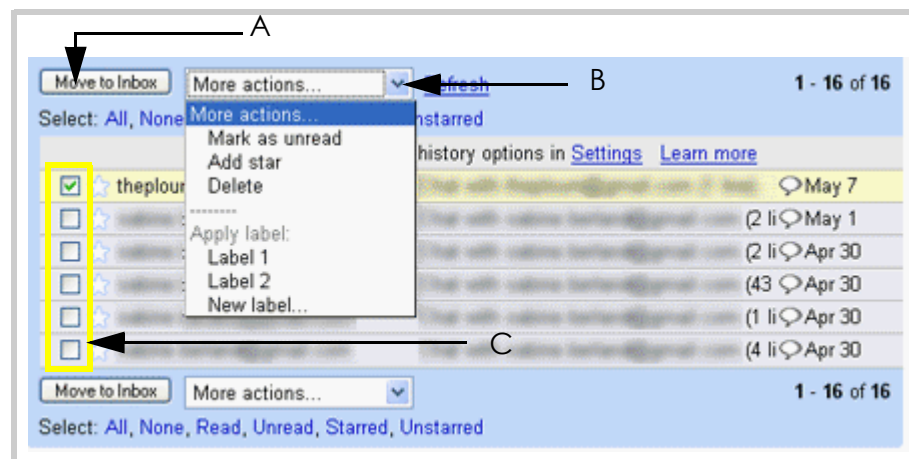
# How to Manage your Chats in the Chat History

## Concept

Gmail features a chat history functionality that stores all your chats in your account. It enables you to view all your chats or a specific one.

You can also perform on these chats the same actions as on regular e-mail messages. Gmail provides you several means of organizing your account.

## Description



Chat History in Gmail

**Table 6: Chat History in Gmail**

Item	Name	Function
A	<b>Move to Inbox</b> button	Click this button to send your chat to your inbox.
B	<b>More actions</b> drop-down list	Select the action you want to apply to your chat.
C	Selection check box	Check the box of the chat you want to select.

## Procedure

1. On any Gmail page, click the **Chats** link in the Box selection pane.

The **Chats** box opens.

2. Check the box next to the chat to select it.

The chat turns into a different color.

3. Click the **Move to Inbox** button.

Gmail displays a confirmation message. It has moved your chat to the inbox.



# Using Google Calendar



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# How to Access to your Google Calendar

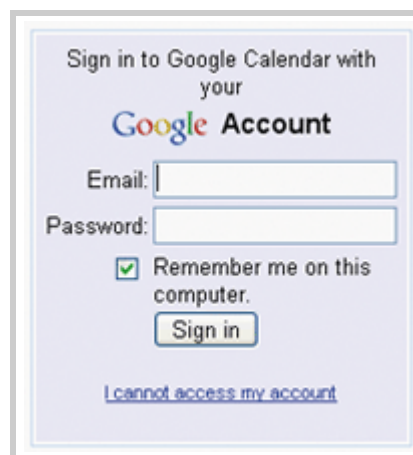
## Concept

Google Calendar is a feature which enables you to organize and share events with your friends through a graphical and clear interface.

Google Calendar is a free feature available to any Gmail user.

## Procedure

1. On any Gmail page, click the **Calendar** link in the Google Services links on the top of the page.  
The Google Calendar homepage opens.
2. Enter your log in information.



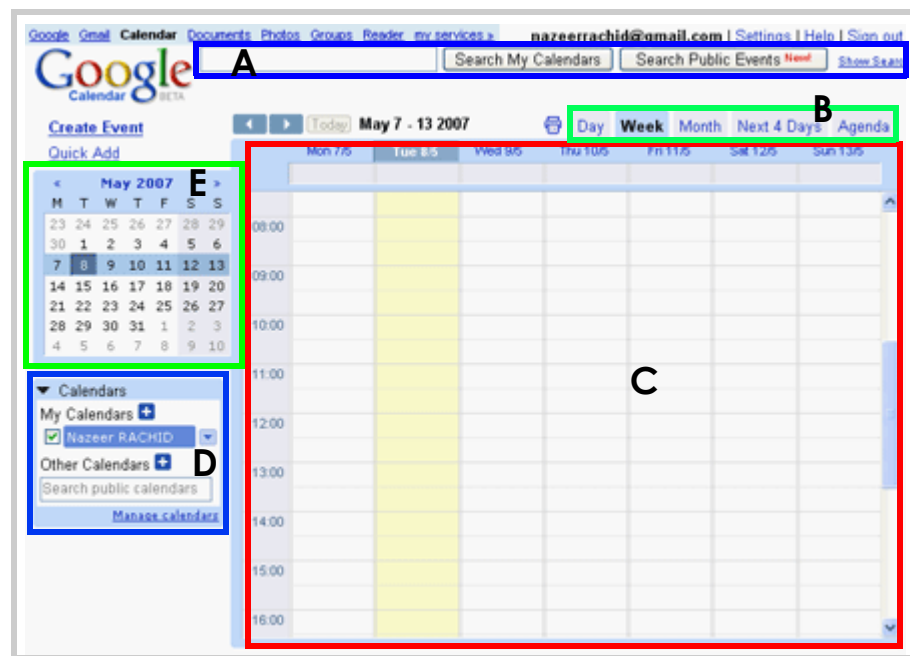
Google Calendar Sign up window

3. Click the Sign in button.

Your Google Calendar opens.

# Google Calendar Overview

## Description



Google Calendar Overview

Table 1: Google Calendar Overview

Item	Name	Function
A	Search area	Enables you to search a personal or public event.
B	Calendar display tabs	Enable you to display your calendar on a daily, weekly or on a monthly basis. You can also display the next four days or all your personal events.
C	Calendar	Displays the calendar according to the tab selected above.

**Table 1: Google Calendar Overview**

D	<b>Calendars</b> display pane	Select in this pane the different calendars you want to display.
E	Day selection pane	Select in this pane the day you want to display in the calendar.

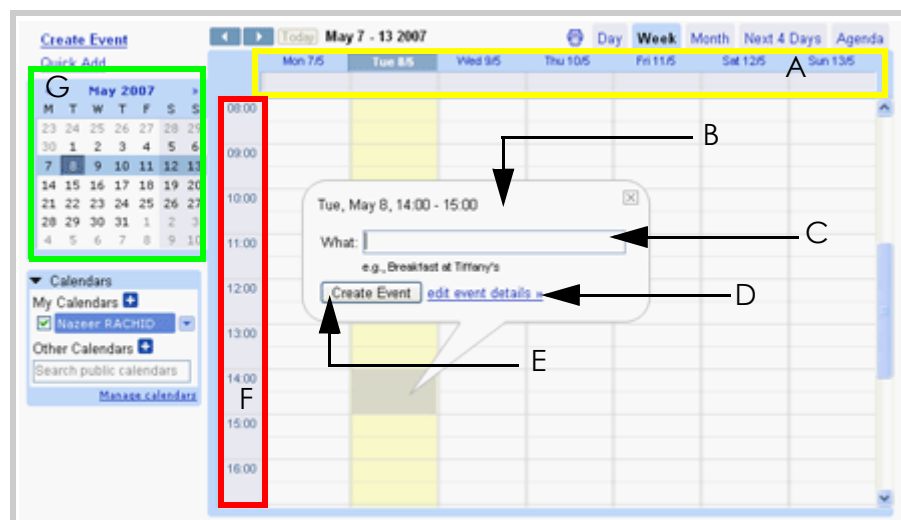


# How to Add an Event in your Google Calendar

## Concept

Your Google Calendar is now open. You are now ready to add events.

## Description



Adding an Event to your Google Calendar

**Table 2: Adding an Event to your Google Calendar**

Item	Name	Function
A	Week days display	Displays the days and dates of the selected week.

**Table 2: Adding an Event to your Google Calendar**

B	<b>Event creation</b> pop-up window	Appears when you want to create an event on a specific day and hour.
C	<b>What</b> field	Type the name of your event in this field.
D	<b>Edit event details</b> link	Click this link to edit and parameter your event.
E	<b>Create Event</b> button	Click this button to create your event when you have finished.
F	Hours display	Displays the hours of the selected day.
G	Day selection pane	Select in this pane the day you want to display in the calendar.

## Procedure

1. On your Google Calendar page, click on the day and on the hour

The **Event creation** pop-up window appears.

2. In the **What** field, enter the name of your event.
3. When you have finished, click the **Create Event** button.

Gmail displays a confirmation message. Your event appears in your Google Calendar.

# How to Edit an Event Details

## Concept

You have just created your event. Now you will learn how to add extra information and parameters.

## Description

The screenshot shows the 'Edit Event Details' window with the following components:

- What:** Event title field (labeled A).
- When:** Date and time selection (labeled B).
- Where:** Location field.
- Description:** Text area for event details (labeled C).
- Guests:** Section for adding guests (labeled D).
- Options:** Section for setting reminders, show me as, and privacy (labeled E).
- Save/Cancel:** Buttons at the bottom (labeled F).

Edit Event Details window

**Table 3: Edit Event Details window**

Item	Name	Function
A	<a href="#">Back to Calendar</a> link	Click this link to go back to your Google Calendar without editing details.
B	Main details pane	Edit this pane with the necessary information like the name, the location, the description, etc.
C	<a href="#">Guests</a> pane	Edit this pane to share your event with your other Gmail contacts.
D	<a href="#">Cancel</a> button	Click this button to cancel to stop editing your event details.
E	<a href="#">Save</a> button	Click this button to save your event details.
F	<a href="#">Options</a> pane	Use this pane to apply various options to your event like reminders and privacy level.

## Procedure

1. On your Google Calendar, click the event you want to edit.

The [Event edition](#) pop-up window opens.

2. Click the [edit event details](#) link.

The [Edit event details](#) window opens.

3. In the main details pane, enter the event main information.
4. In the [Guests](#) pane, enter the e-mail addresses of the contacts with whom you want to share this event.

### Note

If you enter several addresses, you need to separate them with commas.

5. In the [Options](#) pane, edit the options you want to apply to your event:

- the event **Reminder** options.
- your status.
- the **Privacy** level.

6. When you have finished, click the **Save** button.

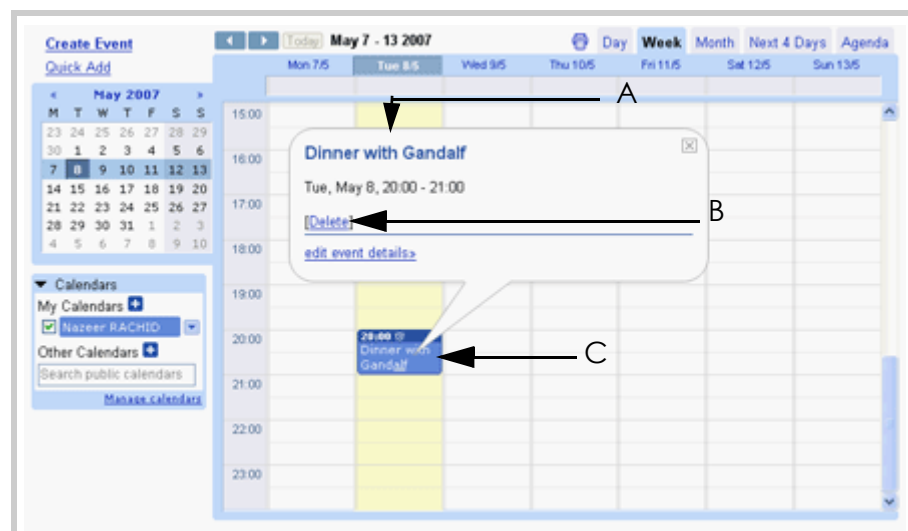
Gmail displays a confirmation message. It has added your event to your Google Calendar.

# How to Delete an Event in your Google Calendar

## Concept

If your event is cancelled or if you have made a mistake, you can delete an event from your calendar very easily.

## Description



Deleting an Event

Table 4: Deleting an Event

Item	Name	Function
A	Event edition pop-up window	Appears when you want to edit an event you have previously created.

**Table 4: Deleting an Event**

B	Delete link	Click this link to delete the event.
C	Google Calendar Event	Click the event you want to delete.

## Procedure

1. On your Google Calendar, click the event you want to delete.

The **Event edition** pop-up window opens.

2. Click the **[Delete]** link.

A pop-up window prompts you to confirm or cancel.

3. Click the **Delete** button.

Gmail displays a confirmation message. It has deleted the event.

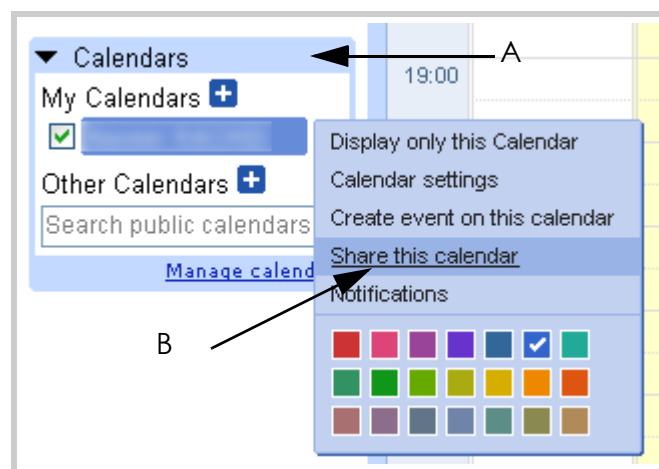
# How to Share your Google Calendar with Other People

## Concept

Google allows you to share your Google Calendar with your contacts. It may be convenient if you want to schedule a meeting and you want them to know about it.

Sharing your Google Calendar will therefore enables them to view your calendar. It saves you time... and an e-mail message to each one of your contacts.

## Description

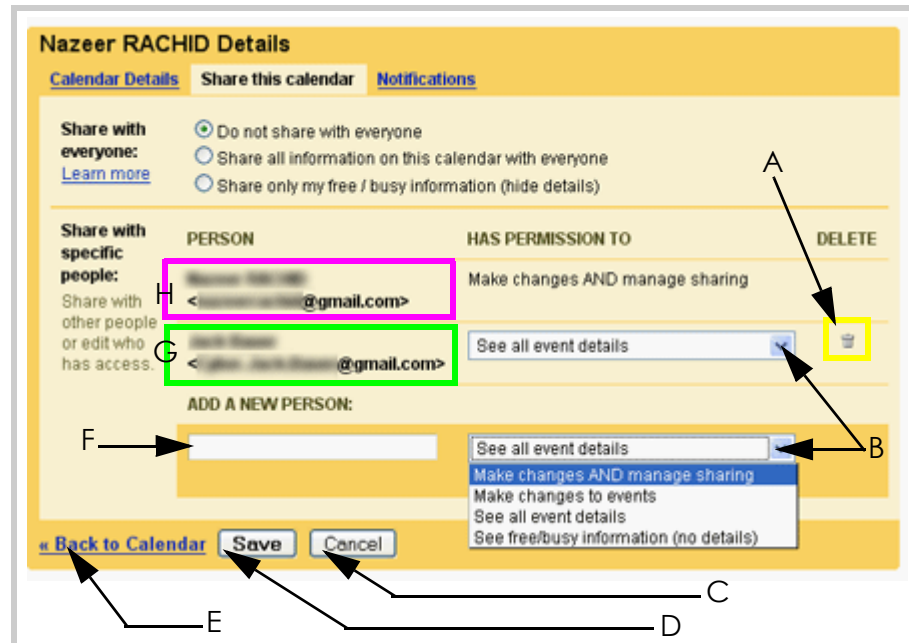


Sharing your Google Calendar



**Table 5: Sharing your Google Calendar**

Item	Name	Function
A	<a href="#">Calendars</a> display pane	Displays your different calendars.
B	<a href="#">Share this calendar</a> link	Click this link to open the sharing configuration tab.



Sharing Configuration tab

**Table 6: Sharing Configuration tab**

Item	Name	Function
A	<a href="#">Trash</a> icon	Click this icon to delete a contact with whom you share your calendar.
B	Permission level drop-down list	Select the level of permission to apply to your contact.
C	<a href="#">Cancel</a> button	Click this button to cancel your modifications.
D	<a href="#">Save</a> button	Click this button to save your modifications.
E	<a href="#">Back to Calendar</a> link	Click this link to go back to your calendar without saving your modifications.

**Table 6: Sharing Configuration tab**

F	<a href="#">Add a new person</a> field	Enter the e-mail address of the people with whom you want to share your calendar.
G	List of people sharing your calendar	Displays the name and e-mail address of the people who share your calendar.
H	Your e-mail address	Displays your name and your e-mail address.

## Procedure

1. On your Google Calendar, click the little arrow next to your name in the [Calendars](#) display pane.

A pop-up window appears.

2. Click the [Share this calendar](#) link.

The [Sharing configuration](#) tab displays.

3. In the [Add a new person](#) field, enter the e-mail address of the contact.

4. Click the [Add Person](#) button.

Google has added the contact to the list of people sharing your calendar.

### Note

If you add a contact that is already in your Gmail [Contacts](#) list, you do not need to click the [Add Person](#) button. Google automatically adds the contact.

5. In the permission level drop-down list, select the kind of permission you want to grant to your contact.

6. Click the [Save](#) button.

Google displays a confirmation message. It has applied your modifications.

### Note

If one or several contacts do not have a Google Calendar account, Google notifies you in a pop-up window. You can therefor choose to send them an invitation to Google Calendar.



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